

Personnel Board Meeting Minutes  
April 15, 2015  
First Floor Meeting Room, Town Hall

The meeting was convened at 09:05am.

Present: Tony Butterfield, Chris Hoffmann, Charles Scherpa and Ron Bell. Rebecca Woodland absent.

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, John Musante, Town Manager, Sarah McKee, resident.

Agenda Review/Additions - none

**Old Business:**

- Minutes of March 2015 meeting were reviewed and approved.

**New Business:**

- Administrative Analyst position: Ms. Radway presented a job description for an Administrative Analyst position to manage the work order system at the Department of Public Works beginning in July 2015. Mr. Musante described the position as one of improving communication with the public as well as the internal communications within the department. Prior to the 2014 wage and classification study implementation there had been a Level 2 Crime Analyst position funded through a grant in the Police Department. When grant funding for the position was lost, it was not added to the FY 14 compensation plan. The Administrative Analyst description was adapted from that position. Ms. Radway used the compensation consultants' position factor rating system to rate the Administrative Analyst. Based on this evaluation, Ms. Radway made a recommendation to the Personnel Board to add an Administrative Analyst position on Level 2 of the non-union compensation plan for FY 16. **After discussion, the Board voted 4-0 with one member absent to place the position of Administrative Analyst on Level 2 of the non-union salary scale for the fiscal year beginning July 1, 2015.**
- Personnel Board position on Earned Sick Leave Petition Town Meeting Article: Members reviewed the materials prepared by the Article 26 Earned Sick Leave petitioners. Sarah McKee described her request as a broadening of benefits in a sensible way. When asked what that meant, she suggested a threshold of 100 hours per year of work because unless the policy applies to almost everyone there will always be a cut off and therefore there will always be a threshold that someone will miss. The other approach would be to define the jobs that are eligible and those that are not-for example, cut out election workers and substitute teachers. Mr. Scherpa and Mr. Bell asserted that it would be good to give the policy a chance and then to review after 6 months or so and tweak it but agreed with Ms. McKee that there are points to consider. Mr. Butterfield said that managers could exercise some flexibility and do the right thing by employees who may end up close to but not at the threshold near the end of the year. Ms. Radway agreed that there was no intent from the Town Manager or any department head to be punitive to cut people off prior to reaching 520 hours. Mr. Musante suggested another tweak might be to make new hires who have clearly established their hours eligible after 6 months instead of one year. Mr. Butterfield expressed his opinion that the Board made a policy recommendation that was vetted and adopted by the Select Board and we need to stick by it. Mr. Scherpa made a motion to keep the policy as is and look at how it is working during the year. Vote was 3 in favor, no opposed, and Mr. Hoffmann abstained due to his role as an election worker.
- New Hires and Exits Report. (Ms. Radway). The year to date report was reviewed. There were 2 new hires and one retirement since the last report. There have been 16 exits and 25 new hires to date in FY 15

Next meetings: May 20, June 17. Meeting adjourned at 10:10am

Deborah Radway  
Notetaker